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# MONTANA BUSINESS LICENSING HANDBOOK

YEAR:

FEE:

TYPE:

LICENSE NUMBER:

DATE ISSUED:

This license is issued by the State of Montana, Helena, Montana, in compliance with Sections 50-6-301 through 50-6-316, MCA, and expires December 31, 1986.

Application for this license has been made in due form by:

Licensee:

Establishment:

Address:



\_\_\_\_\_  
Director

THIS LICENSE MUST BE PLAINLY DISPLAYED IN YOUR PLACE OF BUSINESS  
THIS LICENSE IS NOT TRANSFERABLE TO ANOTHER PARTY OR SERVICE

MONTANA DEPARTMENT OF COMMERCE



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# **HANDBOOK**

  

## **MONTANA BUSINESS LICENSING CENTER**

**DEPARTMENT OF COMMERCE**

**REBECCA R. BAUMANN**

**1424 9TH AVENUE**

**BUSINESS LICENSING SPECIALIST**

**HELENA, MONTANA 59620**

**DEPARTMENT PHONE NUMBER: (406)444-3923**

**IN-STATE TOLL-FREE PHONE NUMBER 800-221-8015**

**July, 1988**



## **FORWARD**

**This handbook is a compilation of state licenses required by law to do business in the State of Montana. Most required application forms and information can be obtained from the Business Licensing Center of the Department of Commerce, as well as from the individual issuing agency.**

**The information listed is obviously presented in summary form. Every effort has been made to be accurate and comprehensive, however, this is not a legal document and should not be relied on exclusively to determine legal responsibilities.**

**The Department of Commerce would like to express its thanks to all government agencies that assisted in the compilation of the information contained in this handbook. We encourage comments, criticisms and suggestions on the format and extent of the information. As ideas are received, they can be incorporated into future editions.**



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# DEPARTMENT OF AGRICULTURE

## Plant Industry Division

Agriculture/Livestock Building  
6th & Roberts  
Helena, MT 59620  
(406) 444-3730

**License:** Alfalfa Leafcutting Bee Registration

COST: \$50.00 Additional Laboratory services; certification available at additional cost  
CODE/ARM: Title 8, Chapter 6

**License:** Agricultural Seed

Seed conditioning plant; Seed labeler; Seed dealer; Seed dealer-only  
COST: \$35 for one or more of Seed conditioning, Labeler, Seed dealer; \$15.00 for Seed dealer-only  
CODE/ARM: Title 80, Chapter 5

**License:** Bees & Honey

COST: \$10.00 Minimum \$200.00 maximum - based on number of hives, Apiary registration required.  
CODE/ARM: Title 80, Chapter 9

**License:** Commercial Feed or Pet Foods - Registration

COST: \$25.00 Each pet food; \$5.00 Each commercial feed  
CODE/ARM: Title 80, Chapter 9

**License:** Feed Permit

COST: \$25.00  
CODE/ARM: Title 80, Chapter 9  
All commercial feed dealers, feed distributors, and feed manufacturers for distribution must obtain a permit before conducting business in or into Montana. Pet food manufacturers and dealers selling only pet foods do not need a permit.

**License:** Fertilizer/Soil Amendment Licenses

COST: \$50.00 each  
CODE/ARM: Title 80, Chapter 10  
Exemption - Dealers who sell exclusively unmanipulated animal or vegetable manures, or specialty fertilizers (packaged for non-farm use) do not need this license.

**License:** Itinerant Merchant's License

COST: \$200.00 Per truck or roadsides stand, Bonding required  
CODE/ARM: Title 80, Chapter 3

**License:** Nurseryman's License

COST: Class A - General nursery license/\$50.00  
Class B - Small fruits, shrubs and bushes/\$35.00  
Class C - Bulbs, perennials, and greenhouse plants only/\$20.00  
CODE/ARM: Title 80, Chapter 7

**License:** Permit of Exemption (Itinerant/Wholesale License)

COST: \$20.00 Per truck, roadside stand or place of business. Only sale of self-grown produce allowed.  
CODE/ARM: Title 80, Chapter 3

**License:** Produce Wholesaler's License

COST: \$200.00 - Bonding required  
CODE/ARM: Title 80, Chapter 3

**License:** Public Warehouse and/or Commodity Dealers License

COST: \$35.00 Warehouse fee minimum - \$160.00 maximum depending on storage capacity; \$35.00 Commodity Dealer minimum - \$160.00 maximum depending on volume of business conducted; \$25.00 Trucker-Dealer fee - per truck additional. Bonding for Public Warehouseman & Commodity Dealers required.  
CODE/ARM: Title 80, Chapter 4

**License:** Registration of Commercial Fertilizer, Soil Amendment, or Specialty Fertilizer

COST: \$10.00 Per soil amendment; \$10.00 Per commercial fertilizer; \$25.00 Each specialty fertilizer packages of 10 pounds or less  
CODE/ARM: Title 80, Chapter 10

# DEPARTMENT OF COMMERCE

## Consumer Affairs Unit

1424 9th Avenue  
Helena, MT 59620  
(406) 444-4313

### License: Proprietary School Agent Permit

COST: \$25.00; Renewal - \$10.00

CODE/ARM: Title 20, Chapter 30; ARM Title 8, Chapter 3

### License: Proprietary School License

COST: \$50.00; Renewal - \$25.00; \$10,000 Surety Bond required

CODE/ARM: Title 20, Chapter 30; ARM Title 8, Chapter 2

## Weights and Measures Bureau

1424 9th Avenue  
Helena, MT 59620  
(406) 444-3164

### License: Weighing Device Permit

COST: Variable

CODE/ARM: Title 30, Chapter 12

### License: Petroleum Dealer's License

COST: Variable

CODE/ARM: Title 82, Chapter 15

## Building Codes Bureau

1218 East 6th Avenue  
Helena, MT 59620  
(406) 444-3933

### License: Building Permit/Plan Review Application

COST: Varies depending on total valuation

CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

### License: Electrical Permit

COST: Variable

CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

### License: Fireworks Wholesaler Permit

COST: \$55.00 application fee (retail license incomplete)

CODE/ARM: Title 50, Chapter 37; ARM Title 8, Chapter 70

### License: Installation or Alteration of Power Elevators

COST: Variable

CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

### License: Mechanical Permit

COST: Varies on mechanical system

CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

### License: Plumbing Permit

COST: Variable

CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

### License: Public Contractors's License

COST: Class A - \$250.00; Class B - \$165.00; Class C - \$100.00

CODE/ARM: Title 37, Chapter 71; ARM Title 8, Chapter 115



**Financial Division**

1424 9th Avenue  
Helena, MT 59620  
(406) 444-2091

**License: Consumer Loan License**

COST: \$175.00 First year; Renewal - \$125.00  
CODE/ARM: Title 32, Chapter 5

**License: Consumer Loan Supplementary License**

COST: \$75.00 Annually  
CODE/ARM: Title 32, Chapter 5

**License: New Bank Charter**

COST: \$3,000 Annual assessment  
CODE/ARM: Title 32, Chapter 1

**License: Sales Finance Company License**

COST: \$100.00 Annually  
CODE/ARM: Title 31, Chapter 1

**Business Regulation Division**

1424 9th Avenue  
Helena, MT 59620  
(406) 444-3934

**License: Certificate to Operate Tramway**

COST: \$100.00 ea. Aerial Passenger Tramway  
\$50.00 ea. Ski Mobiles or Chairlifts  
\$25.00 ea. J-Bar, T-Bar, Platter Pull  
\$15.00 ea. Rope or Wire Tow

**License: Certificate of Registered Tramway Engineer**

COST: \$10.00 - Application; \$5.00 - Renewal  
CODE/ARM: Title 23, Chapter 2; ARM Title 8, Chapter 72

**Milk Control Bureau**

1520 East 6th Avenue  
Helena, MT 59620  
(406) 444-2875

**License: Producer, Producer-Distributor, Distributor and Jobber License**

COST: \$2.00 each Annually  
CODE/ARM: Title 81, Chapter 23

## **Professional and Occupational Licensing Bureau**

1424 9th Avenue  
Helena, MT 59620  
(406) 444-3737

### **ARCHITECTS, BOARD OF**

(406) 444-3745

**License:** Architectural Examination License

**COST:** Examinations & Re-examination

Division A - \$36.00 Division B - \$78.00

Division C - \$96.00 Division D/F - \$30.00

Division E - \$12.00 Division G-I - \$36.00

\$100.00 - Reciprocity; \$45.00 - Renewal; \$85.00 - Late renewal; \$20.00 Original license fee; \$27.00 Documents

**CODE/ARM:** Title 37, Chapter 65; ARM Title 8, Chapter 6

### **ATHLETICS, BOARD OF**

(406) 444-5433

**License:** Boxer - Wrestler (professional)

**COST:** \$10.00 Annually

**License:** Promoters

**COST:** \$100.00 plus \$5,000 Surety Bond

**CODE/ARM:** Title 23, Chapter 3; ARM Title 8, Chapter 8

**License:** Referee or Manager

**COST:** \$10.00 Annual

**CODE/ARM:** Title 23, Chapter 3; ARM Title 8, Chapter 8

**License:** Seconds or Judges

**COST:** \$5.00 Annual

**CODE/ARM:** Title 23, Chapter 3; ARM Title 8, Chapter 8

### **BARBERS, BOARD OF**

(406) 444-3738

**License:** Barber License

**COST:** \$30.00 Exam fee plus \$15.00 License fee; \$15.00 Annual renewal; \$20.00 Shop plus \$25.00 Inspection fee; \$20.00 Shop annual renewal; \$150.00 Reciprocity;

\$50.00 Original license for Barbers school; \$35.00 Renewal for Barbers school;

\$50.00 Original - Instructor; \$25.00 Renewal - Instructor; \$10.00 Temporary permit

**CODE/ARM:** Title 37, Chapter 30

### **CHIROPRACTORS, BOARD OF**

(406) 444-5433

**License:** Chiropractic

**COST:** \$125.00 Application Fee; \$50.00 Annual renewal Fee-inactive; \$100.00 Annual renewal fee-active, \$50.00 Re-examination fee

**CODE/ARM:** Title 37, Chapter 12; ARM Title 8, Chapter 12

### **COSMETOLOGISTS, BOARD OF**

(406) 444-4288

**License:** Salon (all establishments)

**COST:** \$25.00 License, Renewal or penalty - annual \$25.00 Inspection

**CODE/ARM:** Title 37, Chapter 31; ARM Title 8, Chapter 14

**License:** Cosmetologist-Manager Operator

**COST:** \$25.00 License; Renewal or penalty - annual \$150.00; Reinstatement; \$100.00 Reciprocity

**CODE/ARM:** Title 37, Chapter 31; ARM Title 8, Chapter 14

**License: Cosmetologist-Student**

COST: \$5.00 Registration or re-enrollment; \$10.00 Exam; \$10.00 Temporary Permit;  
\$25.00 License

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

**License: Electrologist**

COST: \$25.00 License; \$100.00 Exam or reciprocity; \$25.00 Penalty

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

**License: Manicurist**

COST: \$25.00 License, renewal or penalty

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

**License: Manicurist-Student**

COST: \$5.00 Registration or re-enrollment; \$40.00 Examination; \$25.00 License

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

**DENTISTRY, BOARD OF**

(406) 444-3745

**License: Dentist**

COST: \$75.00 Examination or reexamination; \$35.00 Original licensure; \$70.00  
Active/inactive renewal - in-state/out-of-state; \$30.00 Duplicate licensure; \$50.00  
Renewal penalty; \$30.00 Documents; \$15.00 Certification

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

**License: Denturists**

COST: \$200.00 Application, original license, exam and full reexamination; \$100.00 Written  
reexamination; \$500.00 In-state renewal; \$200.00 Out-of-state renewal; \$50.00  
Duplicate, replacement or second address license

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

**License: Dentists Anesthesia Permit**

COST: \$50.00 Full general application; \$15.00 Full general original permit; \$10.00 Full  
general renewal; \$50.00 Light general application; \$15.00 Light general permit;  
\$10.00 Light general renewal; \$50.00 Conscious sedation; \$15.00 Conscious  
sedation original permit; \$10.00 Renewal; \$100.00 Initial inspection; \$50.00  
Re-inspection

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

**License: Dental Hygienist**

COST: \$75.00 Examination, reexamination; \$35.00 Original licensure; \$50.00  
Active/inactive renewal - in-state/out-of-state; \$30.00 Duplicate licensure; \$50.00  
Renewal penalty; \$30.00 Documents; \$15.00 Certification

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

**HEARING AID DISPENSERS, BOARD OF**

(406) 444-5433

**License: Hearing Aid Dispensers**

COST: \$125.00 Application and renewal; \$100.00 Original license; Re-exam, written  
\$40.00; Re-exam practical \$55.00

CODE/ARM: Title 37, Chapter 16; ARM Title 8, Chapter 20

**License: Trainee**

COST: \$100.00 Original

CODE/ARM: Title 37, Chapter 16; ARM Title 8, Chapter 20

**LANDSCAPE ARCHITECTS, BOARD OF**

(406) 444-5433

**License: Landscape Architecture**

COST: \$75.00 Application; \$380.00 Full Examination; \$35.00 License; \$90.00 Renewal

CODE/ARM: Title 37, Chapter 66; ARM Title 8, Chapter 24

**MEDICAL EXAMINERS, BOARD OF**

(406) 444-4284

**License: Acupuncture**

COST: \$20.00 Application fee; \$20.00 Renewal fee

CODE/ARM: Title 37, Chapter 13; ARM Title 8, Chapter 28

**License: Medical Doctor**

COST: \$200.00 Application fee; \$125 Renewal fee

CODE/ARM: Title 37, Chapter 3; ARM Title 8, Chapter 28

**License: Nutritionist**

COST: \$45.00 Application fee; \$20.00 Renewal fee

CODE/ARM: Title 37, Chapter 25; ARM Title 8, Chapter 28

**License: Podiatrist**

COST: \$50.00 Application fee; \$25.00 Renewal fee

CODE/ARM: Title 37, Chapter 6; ARM Title 8, Chapter 28

**License: Physician Assistant**

COST: \$50.00 Application fee; \$35.00 Renewal fee

CODE/ARM: Title 37, Chapter 20; ARM Title 8, Chapter 28

**MORTICIANS, BOARD OF**

(406) 444-5433

**License: Funeral Director**

COST: \$40.00 Renewal

CODE/ARM: Title 37, Chapter 19; ARM Title 8, Chapter 30

**License: Mortician**

COST: \$75.00 Application; \$30.00 Intern; \$60.00 Renewal; \$25.00 Late Fee

CODE/ARM: Title 37, Chapter 19; ARM Title 8, Chapter 30

**License: Mortuary**

COST: \$45.00 Original; \$125.00 Renewal (includes inspection)

CODE/ARM: Title 37, Chapter 19; ARM Title 8, Chapter 30

**NURSING, BOARD OF**

(406) 444-4279

**License: Registered or Practical Nurse**

COST: \$35.00 Examination or endorsement; \$20.00 Annual renewal \$10.00 Endorsement license to another state; \$35.00 NCLEX fee to testing company

CODE/ARM: Title 37, Chapter 8; ARM Title 8, Chapter 32

**License: Registered Nurse Specialty Area Recognition**

COST: \$25.00 Application fee; \$10.00 Renewal; \$10.00 Endorsing fee to license to another state

CODE/ARM: Title 37, Chapter 8; ARM Title 8, Chapter 32

**NURSING HOME ADMINISTRATORS, BOARD OF**

(406) 444-4285

**License: Nursing Home Administrator**

COST: \$70.00 Application; \$60.00 Temporary Permit; \$65.00 May exam; \$100.00 November exam; \$60.00 Temporary permit, \$85.00 Reciprocal; \$100.00 Active renewal; \$50.00 Inactive renewal; \$10.00 Licensing History

CODE/ARM: Title 37, Chapter 9; ARM Title 8, Chapter 34

**OCCUPATIONAL THERAPISTS, BOARD OF**

(406) 444-2961

**License: Occupational Therapist**

COST: \$160.00 Registered, \$160.00 Assistant, \$80.00 Permit holder; \$60.00 Active renewal; \$60.00 Late fee; \$15.00 Inactive renewal

CODE/ARM: Title 37, Chapter 24; ARM Title 8, Chapter 25

**OPTOMETRISTS, BOARD OF**

(406) 444-2961

**License:** Optometrist

**COST:** \$150.00 Exam, \$250.00 Reciprocity, \$125.00 Original license; \$125.00 Renewal

**CODE/ARM:** Title 37, Chapter 10; ARM Title 8, Chapter 36

**OUTFITTERS AND PROFESSIONAL GUIDES, BOARD OF**

(406) 444-3738

**License:** Outfitter

**COST:** \$50.00 Application, exam fee

\$175.00 Investigation fee

\$100.00 Renewal fee; \$100.00 Inactive

\$50.00 Amended application and re-exam

\$50.00 Late renewal penalty

\$75.00 (review or amend) Operational plan

\$200.00 Equipment inspection

\$25.00 Guide license

**CODE/ARM:** Title 8, Chapter 39

**PHARMACY, BOARD OF**

(406) 444-5436

**License:** Registered Pharmacist, Certified Pharmacy, Pharmacy Interns; Licenses for -  
Dangerous Drug: Manufacture/Distribute, Dispense, and Research/Analyze

**COST:** \$60.00 Original Registration Pharmacist

\$175.00 Examination

\$250.00 Reciprocity

\$55.00 Pharmacist annual renewal; \$55.00 Late renewal

\$110.00 Pharmacist late renewal

\$200.00 Certified Pharmacy original

\$100.00 Certified Pharmacy annual renewal

\$200.00 Certified Pharmacy late renewal

\$75.00 Certified Pharmacy, Class IV Facility (original & renewal)

\$40.00 Intern registration

\$10.00 Certification of grades/transfer of intern hours

\$15.00 Copies

\$100.00 Registration DDA manufacture/distribute

\$35.00 Registration DDA dispense

\$50.00 Registration DDA research/analyze

**CODE/ARM:** Title 37, Chapter 7 & Title 45 Chapters 8 & 10 ARM Title 8, Chapter 40

**PHYSICAL THERAPISTS, BOARD OF**

(406) 444-3745

**License:** Physical Therapist

**COST:** \$150.00 PES exam; \$120.00 Endorsement;

\$50.00 Renewal; \$100.00 Late renewal; \$30.00 Temporary license; \$30.00 Original;

\$15.00 Jurisprudence reexam; \$10.00 Duplicate license

**CODE/ARM:** Title 37, Chapter 11; ARM Title 8, Chapter 42

**POLYGRAPH EXAMINERS**

(406) 444-5433

**License:** Polygraph Examiner

**COST:** \$125.00 Application; \$100.00 Renewal

**CODE/ARM:** Title 37 Chapter 62; ARM Title 8 Chapter 47

**PRIVATE EMPLOYMENT AGENCIES**

(406) 444-4370

**License:** Private Employment

**COST:** \$100.00 plus \$2,000.00 Surety Bond required; \$100.00 Renewal fee

**CODE/ARM:** Title 39, Chapter 5; ARM Title 24, Chapter 19

**PRIVATE SECURITY PATROLMEN AND INVESTIGATORS, BOARD OF**

(406) 444-3738

**License:** Private Security Patrolmen and Investigators

**COST:** \$200.00 each - Contract security company, proprietary security organization, private investigator, qualifying agents & resident managers, and security alarm installer.

\$100.00 License renewals, (One-half price on renewals only for each additional license for dual or multiple licenses.)

\$75 each - Armed contract security employee, armed proprietary security employee, armed private investigator employee; \$50.00 Renewal fee

\$30.00 Unarmed employee, contract security employee, proprietary security employee; \$60.00 Unarmed private investigator employee; \$30.00 Renewal; \$25.00 Late renewal fee

**CODE/ARM:** Title 37, Chapter 60; ARM Title 8, Chapter 50

**PROFESSIONAL ENGINEERS & LAND SURVEYORS, BOARD OF**

(406) 444-4285

**License:** Engineer, Land Surveyor, Engineer-in-Training certification, Land Surveyor-in-Training, Engineer/Surveyor

**COST:** \$40.00 EIT application & exam; Engineer application & exam: \$120.00 MT EIT, \$140.00 Out of state EIT; \$100.00 Engineer comity (Reciprocity); \$60.00 LSIT application & exam; \$80.00 LS application & exam; \$100.00 LS comity & exam; \$160.00 E/S comity & exam; \$50.00 Re-exam (all categories); \$40.00 PE, LS biennial renewal; \$60.00 E/S biennial renewal

**CODE/ARM:** Title 37, Chapter 67; ARM Title 8, Chapter 48

**PSYCHOLOGISTS, BOARD OF**

(406) 444-5436

**License:** Psychologist

**COST:** \$110.00 Application fee; \$150.00 Exam; \$110.00 Renewal fee

**CODE/ARM:** Title 37, Chapter 17; ARM Title 8, Chapter 52

**PUBLIC ACCOUNTANTS, BOARD OF**

(406) 444-3739

**License:** Certified Public Accountants & Licensed Public Accountant

**COST:** \$100.00 Exam; \$20.00 Re-exam fee for each part; \$70.00 Reciprocity or transfer of grades; \$100.00 Original; \$60.00 Renewal of permit; \$35.00 Original & renewal for non-permit holder

**CODE/ARM:** Title 37, Chapter 50; ARM Title 8, Chapter 54

**RADIOLOGIC TECHNOLOGISTS, BOARD OF**

(406) 444-4288

**License:** Radiologic Technical

**COST:** \$65.00 Exam; \$60.00 Application; \$35.00 Original certificate; \$25.00 Renewal; \$40.00 Penalty; \$25.00 Duplicate

**CODE/ARM:** Title 37, Chapter 14; ARM Title 8, Chapter 56

**License:** Radiologic Tech. - Limited Permit Holder

**COST:** \$30.00 General exam; \$15.00 Each additional exam; \$60.00 Application; \$35.00 Original certificate; \$25.00 Renewal; \$40.00 Penalty; \$25.00 Duplicate; \$70.00 Temporary permit

**REAL ESTATE, BOARD OF**

(406) 444-2961

**License: Sales**

COST: \$35.00 Exam; \$35.00 License; \$30.00 Renewal fee; \$30.00 Re-exam; \$25.00 Reschedule

CODE/ARM: Title 37, Chapter 51; ARM Title 8, Chapter 58

**License: Broker**

COST: \$35.00 Exam; \$65.00 License; \$60.00 Renewal fee; \$30.00 Re-exam; \$25.00 Reschedule

CODE/ARM: Title 37, Chapter 51; ARM Title 8, Chapter 58

**License: Branch Office**

COST: \$30.00 Exam; \$30.00 License; \$30.00 Renewal fee

CODE/ARM: Title 37, Chapter 53; ARM (have been proposed)

**License: Timeshare Sales**

COST: \$35.00 Exam; \$15.00 License; \$15.00 Renewal fee

CODE/ARM: Title 37, Chapter 53; ARM (have been proposed)

**License: Timeshare Broker**

COST: \$35.00 Exam; \$35.00 License and renewal

CODE/ARM: Title 37, Chapter 53; ARM (have been proposed)

**License: Timeshare Registration**

COST: \$500.00 License

CODE/ARM: Title 37, Chapter 53; ARM (have been proposed)

**SANITARIANS, BOARD OF**

(406) 444-2961

**License: Registered Sanitarians**

COST: \$50.00 Application; \$90.00 Exam or re-exam; \$40.00 Renewal fee; \$35.00 Late fee; \$50.00 Reciprocity

CODE/ARM: Title 37, Chapter 40; ARM Title 8, Chapter 60

**SOCIAL WORK EXAMINERS & PROFESSIONAL COUNSELORS, BOARD OF**

(406) 444-4285

**License: Professional Social Worker and/or Counselor**

COST: \$75.00 Application fee; \$75.00 Exam; \$120.00 Original license and renewal

CODE/ARM: Title 37, Chapter 22 - Social Workers; Title 37, Chapter 23 - Counselors ARM Title 8, Chapter 61

**SPEECH PATHOLOGISTS & AUDIOLOGISTS, BOARD OF**

(406) 444-4282

**License: Speech Pathologist, Audiologist & Aide**

COST: \$40.00 Application; \$25.00 License; \$25.00 Renewal; \$10.00 Inactive; \$20.00 Aide

CODE/ARM: Title 37, Chapter 15; ARM Title 8, Chapter 62

**VETERINARY MEDICINE, BOARD OF**

(406) 444-5436

**License: Veterinarian**

COST: \$75.00 Exam application; \$50.00 Proposed restoration; \$25.00 Renewal

CODE/ARM: Title 37, Chapter 18; ARM Title 8, Chapter 64

# DEPARTMENT OF FAMILY SERVICES

## **Audit & Evaluation Division**

48 North Last Chance Gulch  
Helena, MT 59620  
(406) 444-5900

**License:** Adult Foster Care - Four or Fewer Disabled Adults or Aged Persons

COST: None

CODE/ARM: Title 53, Chapter 5; ARM Title 11, Chapter 16

**License:** Child Adoption Agencies

COST: None

CODE/ARM: Title 53, Chapter 4; ARM Title 11, Chapter 11

**License:** Child Care Agencies - 24 Hour Care/13 or More Children

COST: None

CODE/ARM: Title 41, Chapter 3; ARM Title 11, Chapter 12

**License:** Community Homes for Developmentally Disabled

COST: None

CODE/ARM: Title 53, Chapters 4 & 20; ARM Title 11, Chapter 18

**License:** Day Care - Less Than 24 Hour Care/13 or More Children

COST: None

CODE/ARM: Title 53, Chapter 4; ARM Title 11, Chapter 14

**License:** Group Homes for the Physically Disabled - Eight Adults or Fewer

COST: None

CODE/ARM: Title 53, Chapter 19; ARM Title 11, Chapter 19

**License:** Youth Foster Care - 24 Hour Care/Six or Fewer Children

COST: None

CODE/ARM: Title 41, Chapter 3; ARM Title 11, Chapter 12

**License:** Youth Group Home - 24 Hour Care/7-12 Children

COST: None

CODE/ARM: Title 41, Chapter 3; ARM Title 11, Chapter 12

**License:** Child Placing Agencies

COST: None

CODE/ARM: Title 53, Chapter 4; ARM Title 11, Chapter 11



# **FISH, WILDLIFE & PARKS**

## **Law Enforcement Division**

1420 East 6th Avenue  
Helena, MT 59620  
(406) 444-2452

**License:** Bird Farm Permit/Fur Farm Permit

COST: \$25.00 initial; \$15.00 renewal - annually

CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

**License:** Commercial Minnow Seining License

COST: \$10.00 Annually

CODE/ARM: Title 87, Chapter 3 & 4; ARM Title 12, Chapter 7

**License:** Fishing Pond - Commercial

COST: \$500.00 Surety bond required

CODE/ARM: Title 87, Chapter 4

**License:** Fishing Pond - Private

COST: None

CODE/ARM: Title 87, Chapter 4

**License:** Fur Dealer License

COST: Resident \$10.00; Nonresident \$50.00; Fur Dealer Agent \$10.00

CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

**License:** Fur Farm

COST: \$25.00 New; \$15.00 Renewal

CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

**License:** Game Farm Permit

COST: \$100.00 Initial fee; \$25.00 Annual renewal

CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

**License:** Shooting Preserves License

COST: \$50.00 for 1st 160 acres, plus \$200.00 for each 160 acres

CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

**License:** Taxidermist License

COST: \$15.00

CODE/ARM: Title 87, Chapter 4; ARM None

**License:** Zoo (roadside) or Menagerie Permit

COST: \$10.00 - 5 animals or less; \$25.00 more than 6 animals

CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

## **Fisheries Division**

1420 East 6th Avenue  
Helena, MT 59620  
(406) 444-2449

**License:** Commercial Fishing Permit

COST: \$500.00 Class A; \$200.00 Class B; No fee for Class X

CODE/ARM: Title 87, chapters 3 & 4; ARM Title 12, Chapter 7

# DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES

## **Food and Consumer Safety Bureau**

1400 Broadway, Cogswell Building  
Helena, MT 59620  
(406) 444-2408

### **License: Food Purveyor License**

COST: \$30.00 Annually

CODE/ARM: Title 50, Chapter 50; ARM Title 16, Chapter 10

Individuals must contact the County Sanitarian in the county in which business will operate to receive license.

### **License: Public Accommodation License (hotel/motel, tourist home, room house or boarding house, retirement home)**

COST: \$30.00 Annually

CODE/ARM: Title 50, Chapter 51; ARM Title 16, Chapter 10

### **License: Tourist Campground and/or Trailer Court License (rv & tent spaces, mobile home sites)**

COST: \$30.00 Annually

CODE/ARM: Title 50, Chapter 52; ARM Title 16, Chapter 10

### **License: Swimming Pool or Area Approval**

COST: None

CODE/ARM: Title 50, Chapter 53; ARM Title 16, Chapter 10

## **Water Quality Bureau**

1400 Broadway, Cogswell Building  
Helena, MT 59620  
(406) 444-2406

### **License: Subdivision Certificate of Approval**

COST: Maximum of \$48.00 per lot, trailer space or condominium living unit

CODE/ARM: Title 76, Chapter 4; ARM Title 16, Chapter 16

## **Health Services Division**

1400 Broadway, Cogswell Building  
Helena, MT 59620  
(406) 444-3895

### **License: Ambulance Service License**

COST: \$35.00 Annually

CODE/ARM: Title 50, Chapter 6; ARM Title 16, Chapter 30

## **Licensing & Certification Bureau**

1400 Broadway, Cogswell Building  
Helena, MT 59620  
(406) 444-2037

### **License: Mental Health & Mental Retardation Institutions - Receive Health Care Facility/Service**

COST: \$20.00 - 20 beds or less; \$1.00 per bed - 21 beds or more

CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

### **License: Hospitals - Receive Health Care Facility/Service**

COST: \$20.00 - 20 beds or less; \$1.00 per bed - 21 beds or more

CODE/ARM: Title 50 Chapter 5; ARM Title 16. Chapter 32

**License: Receive Health Care Facility/Service\***

COST: \$20.00 - 20 beds or less; \$1.00 per bed - 21 beds or more

CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

\*Health care related facilities, including skilled and skilled/intermediate care facilities, personal care facilities, infirmaries, intermediate developmental disability care facilities, chemical dependency facilities, outpatient facilities, adult daycare center, Hospices, and medical assistance facilities.

**License: Home Health Agencies - Receive Health Care Facility/Service**

COST: \$20.00

CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

**License: Outpatient Facilities - Receive Health Care Facility/Service**

COST: \$20.00

CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

**Health Planning & Resource Development Bureau**

1400 Broadway, Cogswell Building

Helena, MT 59620

(406) 444-3121

**License: Certificate of Need\***

COST: 0.3% of proposed expenditure with \$500.00 minimum fee

CODE/ARM: Title 50, Chapter 5; ARM Title 16 Chapter 32

\*Required prior to receiving Health Care Facility/Service License

## **DEPARTMENT OF HIGHWAYS**

**Gross Vehicle Weight Division**

2701 Prospect Avenue

Helena, MT 59620

(406) 444-6130

**License: Application and Special Permit - GVW Form \*32**

COST: \$10.00 - \$200.00, plus weight mileage fees or \$10.00 - \$50.00

CODE/ARM: Title 61, Chapter 10; ARM Title 18, Chapter 8

\*Issued for oversize and/or overweight vehicles and loads

**License: Gross Vehicle Weight Fees Receipt - GVW Form 3**

COST: Variable

CODE/ARM: Title 61, Chapters 3 & 10; ARM Title 18, Chapter 8

**License: Liquified Petroleum Gas - GVW Form \*32**

COST: \$27.00 - \$1806.00

CODE/ARM: Title 15, Chapter 71; ARM Not Assigned

**License: Proportional Licensing - Apportionment\***

COST: Percentage of miles traveled in Montana

CODE/ARM: Title 61, Chapters 3 & 10; ARM Title 18, Chapter 8

\*For licensing of Interstate commercial vehicles

**License: Restricted Route - Load Permits - GVW Form \*32**

COST: \$20.00 Trip; \$100.00 Term

CODE/ARM: Title 61, Chapter 10; ARM Title 18, Chapter 8

\*Issued for vehicles hauling in excess of 80,000 pounds

**License:** Temporary Special Fuel - GVW Form \*32

**COST:** \$30.00

**CODE/ARM:** Title 15, Chapters 70-71; ARM Title 18, Chapter 8

\*Issued to residents and nonresidents in lieu of regular license through Dept. of Revenue

**License:** Temporary Trip Permit - GVW Form \*32

**COST:** \$10.00 - \$20.00 Based on mileage

**CODE/ARM:** Title 61, Chapter 10; ARM Title 8, Chapter 8

\*Issued to nonresidents in lieu of regular license

## DEPARTMENT OF INSTITUTIONS

### Treatment Services Division

Chemical Dependency Bureau

1539 11th Avenue

Helena, MT 59620

(406)444-2827

**License:** Approval of Chemical Dependency Treatment Services

**COST:** None - Annual renewal

**CODE/ARM:** Title 53, Chapter 24; ARM Title 20, Chapter 3

**License:** Chemical Dependency Education Courses

**COST:** None - Annual renewal

**CODE/ARM:** Title 53, Chapter 24; ARM Title 20, Chapter 3

Must be an approved chemical dependency program as a prerequisite to this approval

**License:** Certification System for Chemical Dependency Personnel

**COST:** \$50.00 (written exam fee) - certified every 4 years

**CODE/ARM:** Title 53, Chapter 24; ARM Title 20, Chapter 3

## DEPARTMENT OF JUSTICE

### Motor Vehicle Division

Registrar's Bureau

925 Main

Deer Lodge, MT 59722

(406) 846-1424

**License:** Boat Dealers

**COST:** \$5.00 for 2 Decals, \$2.00 each additional decal

**CODE/ARM:** Title 23, Chapter 2

**License:** Manufacturer, Distributor & Importer

**COST:** \$15.00 Annually - Renewal in June of each year

**CODE/ARM:** Title 61, Chapter 4

**License:** Motorcycle Dealers

**COST:** \$45.00 License fee; \$5.00 Application fee; \$3.00 Per set of demonstration plates\*\*

**CODE/ARM:** Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond.

Must maintain on file with Registrar's Bureau a copy of current certified sales or franchise agreement from distributor.

**License: New Car Dealers**

**COST:** \$5.00 Application fee; \$25.00 License fee includes one set of dealer plates\*\*;  
\$25.00 Per set of additional dealer plates; \$3.00 Per set of demonstrator plates

**CODE/ARM:** Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond.  
Must maintain on file with Registrar's Bureau a copy of current certified sales or  
franchise agreement from distributor.

**License: Recreational Vehicle Dealers**

**COST:** \$5.00 Application fee; \$25.00 License fee includes one set of dealer plates\*\*;  
\$25.00 per set of additional dealer plates; \$3.00 Per set of demonstrator plates

**CODE/ARM:** Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond.  
Must maintain on file with Registrar's Bureau a copy of current certified sales for  
franchise agreement from distributor.

**License: Snowmobile Dealers**

**COST:** \$5.00 Application fee and \$5.00 registration fee entitles dealer to 2 identification  
cards; \$2.00 per additional identification cards

**CODE/ARM:** Title 23, Chapter 2

**License: Trailer Dealers and Special Mobile Equipment**

**COST:** \$45.00 License fee; \$5.00 Application fee; \$3.00 Per set of demonstrator plates\*\*

**CODE/ARM:** Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond

**License: Used Car Dealers'**

**COST:** \$300.00 Initial fee for original application; \$5.00 Application fee; \$25.00 License fee  
includes set of dealer plates\*\*; \$25.00 Per set of dealer plates; \$3.00 Per set of  
demonstration plates

**CODE/ARM:** Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond.  
Used car dealers must sell a minimum of six (6) cars per year in or the initial \$300.00 fee  
will have to be paid upon renewal of the license.

\*\*After July 1 of each year the dealer demo plate fee is cut in half for the remainder of  
that year.

## **DEPARTMENT OF LABOR AND INDUSTRY**

**Workers' Compensation Division**

5 South Last Chance Gulch  
Helena, MT 59601  
(406) 444-6401

**License: Boiler Engineer**

**COST:** \$8.00 Low Pressure; \$12.00 Third Class; \$20.00 Second Class; \$30.00 First Class;  
\$4.00 Renewal

**CODE/ARM:** Title 50, Chapter 74; ARM Title 24, Chapter 30

**License: Construction Blaster**

**COST:** \$5.00 Application fee; \$5.00 Examination fee; \$15.00 License fee; \$10.00 Renewals

**CODE/ARM:** Title 37, Chapter 72; ARM Title 24, Chapter 30

**License: Crane and Hoisting**

COST: \$12.00 Third Class; \$20.00 Second Class; \$30.00 First Class; \$4.00 Renewal

CODE/ARM: Title 50, Chapter 76; ARM Title 24, Chapter 30

First and Second Class require an Annual Physical Form signed by a medical doctor.

Third Class does not need annual physical.

**License: Hoisting Engineer**

COST: \$20.00 Second Class; \$30.00 First Class; \$4.00 Renewal

CODE/ARM: Title 50, Chapter 76; ARM Title 24, Chapter 30

Annual renewal must have current Annual Physical Form signed by a medical doctor

**License: Traction License**

COST: \$12.00, \$4.00 renewal

CODE/ARM: Title 50, Chapter 74; ARM Title 24, Chapter 30

## **DEPARTMENT OF LIVESTOCK**

**State Veterinarian**

301 Roberts, Scott Hart Building

Helena, MT 59620

(406) 444-2043

**License: Animal Importation Health Certificate**

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 18

**License: Animal Importation Permit**

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 18

**License: Bone Meal Exemption Permit**

COST: None

CODE/ARM: None; ARM Title 32, Chapter 6

**License: Bovine Semen Shipment, Manufacture or Sale Permit**

COST: None

CODE/ARM: Title 81, Chapter 2; ARM None

**License: Brucellosis Vaccination Certificate**

COST: None

CODE/ARM: Chapter III, Montana Session Laws of 1981

**License: Condensed, Evaporated, or Powdered Milk Factory**

COST: \$50.00 Annually

CODE/ARM: Title 81, Chapter 21; ARM None - see Federal Regulation

**License: Cream Station**

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 9

**License: Dairy Farmer**

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 21; ARM None

A dairy is place where milk or cream is produced and kept in its original form for public consumption.

**License: Egg Dealers**

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 20; ARM Title 32, Chapter 12

Applies to those selling more than 25 cases per month

**License: Egg Graders**

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 20; ARM Title 32, Chapter 12

**License: Fluid Milk Plant**

COST: \$50.00 Annually

CODE/ARM: Title 81, Chapter 21, ARM Title 32, Chapter 9

Fluid milk plant is a place where milk or cream is purchased or collected and prepared in liquid form for distribution to consumers.

**License: Garbage Feeders (To Swine)**

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 21; ARM Title 32, Chapter 6

Must comply with specific cooking of garbage requirements.

**License: Grader, Weigher, Sampler, and Hauler**

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 10

Required for grading, weighing, sampling or hauling dairy products.

**License: Manufactured Dairy Products**

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 9

Not required if dairy licensed under MCA Title 81, Chapter 21.

**License: Manufactured Dairy Products Plant**

COST: \$50.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 9

**License: Meat Establishment**

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 9; ARM Title 32, Chapter 6

Must comply with Departmental sanitary requirements

**License: Milk & Cream Testers**

COST: \$10.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 10

**License: Milk Distributor's Permit**

COST: None

CODE/ARM: Title 81, Chapter 23, ARM Title 32, Chapter 10

**License: Montana Quality Label**

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 6

**License: Permission for Sale or Distribution of Animal Tuberculin**

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 3

Department must be notified of destination

**License: Poultry Slaughterhouse, Poultry Meat Packinghouse, Poultry Meat Depot**

COST: None

CODE/ARM: Title 81, Chapter 20; ARM Title 32, Chapter 6

Slaughterhouse means place where poultry are butchered. Meat Packinghouse means place where poultry are prepared and/or processed. Meat Depot means place where poultry products are stored.

**License: Rendering or Disposal Plant**

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 9; ARM Title 32, Chapter 6

Must comply with Departmental sanitary requirements

**Brand Enforcement Division**

301 Roberts, Scott Hart Building  
Helena, MT 59620  
(406)444-2045

**License:** Aerial Hunting Permit (of Coyotes)

COST: \$30.00 for 1 year, \$40.00 for 1-2 years, \$50.00 for 3 years

CODE/ARM: Title 81, Chapter 7; ARM Title 32, Chapter 22

**License:** Hide Dealers or Buyers

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 8; ARM None

**License:** Livestock Dealers

COST: \$50.00 Annually

CODE/ARM: Title 81, Chapter 8; ARM None

**License:** Livestock Market Certificate of Public Convenience & Necessity

COST: \$100.00 Annually

CODE/ARM: Title 81, Chapter 8; ARM None

## **DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION**

**Conservation Districts Division**

1520 East 6th Avenue  
Helena, MT 59620  
(406) 444-6667

**License:** 310 Permit (Issued by individual Conservation Districts)

COST: None

CODE/ARM: Title 75, Chapter 7; ARM Title 36, Chapter 6

Permit required for any physical alteration of a natural, perennially flowing stream.

**License:** Water Reservation

COST: \$100.00\*

CODE/ARM: Title 85, Chapter 2; ARM Title 36, Chapter 16

\*Other costs may be incurred in the preparation of an EIS and in conducting a contested case hearing. Potential applicants should contact DNRC well in advance of anticipated application date.

Public entitles may "reserve" water for future beneficial uses or to maintain minimum streamflows. Applicants must establish purpose, need, water availability, and amount of water required. Board of Natural Resources and Conservation makes final decision on granting reservation requests.



**Energy Division**

1520 East 6th Avenue  
Helena, MT 59620  
(406) 444-6697

**License:** Certificate of Public Need and Environmental Compatibility

**COST:** Cost of processing application, not to exceed maximums based upon the estimated cost of the facility, according to the following scale:

4% of estimated cost up to \$1 million, plus

1% of estimated cost over \$1 million and up to \$20 million, plus

0.5% of estimated cost over \$20 million and up to \$100 million, plus

0.25% of estimated cost over \$100 million and up to \$300 million, plus

0.125% of estimated cost over \$300 million and up to \$1 billion, plus

.05% of any amount of estimated cost over \$1 billion

**CODE/ARM:** Title 75, Chapter 20; ARM Title 36, Chapter 7

Certificate required for major facilities of specified capacities that generate or transmit electricity, produce gas or liquid hydrocarbon products from coal, enrich uranium minerals, utilize or convert coal, or utilize geothermal resources, and their associated facilities such as transportation links, aqueducts, dams and substations. Not pertinent to most small business.

**Oil and Gas Conservation Division**

1520 East 6th Avenue  
Helena, MT 59620  
(406) 444-6675

**License:** Drilling Permit

**COST:** \$25.00 for each well whose depth is 3,500 feet or less

\$75.00 for each well whose depth is 3,501 ft. to 7,000 ft.

\$150.00 for each well whose depth is greater than 7,000 ft.

**CODE/ARM:** Title 82, Chapter 11; ARM Title 36, Chapter 22

Permit required prior to commencing the drilling of a well for oil and gas.

**License:** Geophysical Exploration Permit\*

**COST:** \$5.00 per calendar year and a Surety Bond of \$10,000 for a single geophysical crew or a blanket Surety Bond of \$25,000 for all geophysical crews of a firm.

**CODE/ARM:** Title 82, Chapter 1; ARM Title 36, Chapter 22

\*Geophysical exploration permits are issued by the various county clerk and recorders, the bond is required by the Secretary of State. The Oil & Gas Division is involved in regulation of location and plugging procedures ONLY.

**Water Resources Division**

32 South Ewing  
Helena, MT 59620  
(406) 444-6601

**License:** Application for Provisional Permit for Completed Stockwater Pit or Reservoir

**COST:** \$10.00\*

**CODE/ARM:** Title 85, Chapter 2

\*Maximum capacity of the pit or reservoir must be less than 15 acre-feet

**License:** Beneficial Water Use Permit

**COST:** A) Application for consumptive uses:

0 - less than 25 acre-feet per year \$50.00

25 - less than 100 acre-feet per year \$100.00

100 - less than 500 acre-feet per year \$150.00

500 - less than 1,000 acre-feet per year \$200.00

1,000 - or more acre-feet per year \$250.00

**B) Application for non-consumptive uses:**

0 - less than 1,000 acre-feet per year \$50.00

1,000 - less than 10,000 acre-feet per year \$100.00

10,000 - or more acre-feet per year \$200.00

For any application with a combination of consumptive and non-consumptive uses the rate schedule shown in A above shall apply.

**C) For any request for an Interim Permit to drill and test only, there shall be a fee of \$10.00 in addition to the rate shown in A or B above.**

**CODE/ARM:** Title 85, Chapter 2; ARM Title 36, Chapter 12

Permit required before appropriation of water or construction of diversion, impoundment, withdrawal, or distribution works. An exception is made for appropriating groundwater outside a controlled groundwater area, where a permit is not required for a well or developed spring of less than 100 gallons per minute. Within 60 days of completion of such a well or developed spring, the appropriator must file a Notice of Completion with the Department. Not pertinent to small business using water from municipal systems.

**License: Change or Appropriation Water Right**

**COST:** \$50.00

For change applications concerning a replacement well or reservoir in the same source for domestic or stockwatering purposes: flat rate fee of \$10.00

**CODE/ARM:** Title 85, Chapter 2; ARM Title 36, Chapter 12

Approval required for changing the place of diversion or place of use; severing all or any part of a right from the land; selling the right for other purposes or to other lands; or making the right appurtenant to other lands. Not pertinent to small business using water from municipal systems.

**License: Lakeshore Work Permit**

**COST:** \$10.00

**CODE/ARM:** Title 75, Chapter 7

Permit required for any work that will alter the source, current, or cross-sectional area of a natural lake of at least 160 acres in size, or its lakeshore, if a local governing body has adopted lakeshore protection regulations.

**License: Notice of Completion of Groundwater Development**

**COST:** \$10.00\*

**CODE/ARM:** Title 85, Chapter 2

\*Ground-water developments with a maximum use of less than 100 gallons per minute.

**License: Weather Modification License**

**COST:** \$100.00

**CODE/ARM:** Title 85, Chapter 3; ARM Title 26, Chapter 20

License required for any person desiring to engage in weather modification activities.

**License: Weather Modification Permit**

**COST:** 1% of estimated cost of weather modification operation

**CODE/ARM:** Title 85, Chapter 3; ARM Title 26, Chapter 20

Permit required before any weather modification or control activity may proceed.

## **PUBLIC SERVICE COMMISSION**

### **Transportation Division**

2701 Prospect Avenue, Building D  
Helena, MT 59620  
(406) 444-6190

**License:** Certificate of Public Convenience and Necessity

**COST:** Application Fees -

\$100.00 1-5 counties

\$200.00 6-25 counties

\$300.00 25 counties to statewide

**CODE/ARM:** Title 69, Chapters 11 & 12; ARM Title 38, Chapter 2

Certificate is required for the transportation of goods for hire. Burden of proof is on the applicant to prove that he is fit, willing and able to provide the service and that there is a public need for the service.

## **DEPARTMENT OF REVENUE**

### **Corporation Tax Bureau**

Mitchell Building, Room  
Helena, MT 59620  
(406) 444-2441

**License:** Non-Profit Organizations

**COST:** None

**CODE/ARM:** Title 15 Chapter 31; ARM Title 42 Chapter 23

Must register with Secretary of State as a nonprofit organization

**License:** Individuals who engage in selling coal at retail must notify the Division. Individuals who produce or sell cement or gypsum products must notify division for special report and license taxes.

**COST:** .05c/ton of coal; .22c/ton of cement; .05c/ton of gypsum

**CODE/ARM:** Title 15, Chapter 59; ARM None

### **Income & Miscellaneous Tax Division**

Bureau Tax Section  
Mitchell Building, Room 436  
Helena, MT 59620  
(406) 444-3388

**License:** Store License

**COST:** \$11.00 - \$206.00 Retail Annually

\$43.50 - Wholesale Annually

**CODE/ARM:** Title 15, Chapter 57

**License:** Cigarette Dealer

**COST:** \$5.00 to \$50.00 Annually

**CODE/ARM:** Title 16, Chapter 11; ARM Title 42, Chapter 31

**License:** Registration of Employer for Withholding Tax Purposes

**COST:** None

**CODE/ARM:** Title 15, Chapter 30; ARM Title 42, Chapter 17

**License:** Registration of Owner/Operator for Accommodations Tax Purposes

**COST:** 4% of sleeping room charge only

**CODE/ARM:** Title 15, Chapter 65; ARM Title 42, Chapter 14

**Liquor Division**

Mitchell Building, Room 375  
Helena, MT 59620  
(406) 444-2540

**License: All-Beverage**

COST: From \$400.00 - \$800.00 annually by population, plus \$100.00 for processing applications and \$20,000.00 original fee for cities with population over 10,000. Nationally chartered veterans organizations \$250.00 - \$650.00; railroads and airlines \$300.00 each; special all-alcoholic beverage for veterans & fraternal organizations permit \$20.00; resort \$2,000.00; catering endorsement \$250.00 annually plus \$35.00 for each event.

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

**License: Beer Retail**

COST: \$200.00 On/off premise - annually, plus \$100.00 fee for processing applications; \$30.00 per day (2 minimum, then \$15.00 per day thereafter) for special beer and/or table wine permits; \$10.00 (2 day minimum) per day veterans or fraternal; \$15.00 per day (2 day minimum) associations or corporations.

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

**License: Beer Wholesaler**

COST: \$400.00 Annually, plus \$100.00 fee for processing applications

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

**License: Brewer or Beer Importer**

COST: \$500.00 Annually plus \$100.00 fee for processing application

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

**License: Liquor Manufacturer**

COST: \$600.00 Annually, plus \$100.00 fee for processing application

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

**License: Wine Distributor**

COST: \$400.00 Annually, plus \$100.00 fee for processing applications

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

**License: Wine Retail**

COST: \$200.00 Annually, on/off premises, plus \$50.00 fee for processing applications

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

Retail wine licenses for on-premise consumption are issued only as supplemental to approved retail beer license holders at additional fee.

**Motor Fuels Tax Division**

2517 Old Airport Road  
Upstairs, Liquor Warehouse  
Helena, MT 59601  
(406) 444-3474

**License: Alcohol Distributor**

COST: Varies

CODE/ARM: Title 15, Chapter 70

**License: Diesel Fuel Dealer & User**

COST: Required bond amount determined by division. The bond can be either a Surety Bond or Cash Bond.

CODE/ARM: Title 15, Chapter 70; ARM Title 42, Chapter 28

**License: Gasoline Dealer Refund Permits**

COST: \$3.00 Renewed every 3 years

CODE/ARM: Title 15, Chapter 70; ARM Title 42, Chapter 27

**License: Gasoline Distributor**

COST: Varies

CODE/ARM: Title 15, Chapter 70; ARM None

## SECRETARY OF STATE

### Corporations Bureau

State Capitol, Room 225  
Helena, MT 59620  
(406) 444-3665

**License:** Articles of Incorporation

COST: \$20.00, plus license fee based on authorized shares (Minimum \$70.00)

CODE/ARM: Title 35, Chapter 1; ARM Title 44, Chapter 5

Further forms will be required for any amended certificates.

**License:** Certificate of Limited Partnership

COST: \$20.00

CODE/ARM: Title 35, Chapter 12; ARM Title 44, Chapter 5

**License:** Registration of Assumed Business Name (DBA)

COST: \$15.00 Renewed every 5 years

CODE/ARM: Title 30, Chapter 13; ARM Title 44, Chapter 5

**License:** Registration of Trademark

COST: \$20.00 Renewed every 10 years

CODE/ARM: Title 30, Chapter 13; ARM Title 44, Chapter 5

## DEPARTMENT OF STATE LANDS

### Division of Forestry

2705 Spurgin Road  
Missoula, MT 59801  
(406) 542-4300

**License:** Portable Sawmill License

COST: \$2.00

CODE/ARM: Title 76, Chapter 13



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Requirements when taking on a partner or hiring employees:

1. Register for State and Federal Tax I.D. numbers
2. Register with Unemployment and Workmen's Compensation
3. Register the business name with the Secretary of State.

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\* If a tangible product is sold.

\*\* If Appropriate

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\* If a tangible product is sold.

\*\* If Appropriate

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